

**First 5 California Children and Families Commission  
School Readiness (SR) Program  
Funds Request & Fiscal Reporting Forms and Instructions for FY 04/05**

***Due Date for All Forms: On or before October 15, 2004***

SR Form Name	Purpose	Instructions
<b>Annual Expenditure Report for FY 03/04 (SR Form 2A) - Revised 5/04</b>	<b>SR Form 2A.</b> This form is used to report actual expenditures of CCFC SR and Local Match Funds (County Commission and Partners) for FY 03/04 and to calculate the Unspent CCFC SR Funds. To meet match requirements for continued funding, every SR Program is required to certify at a minimum, a \$1: \$1 local SR Program cash expenditure for State CCFC SR Matching Funds, based on the amount of local funds that were spent on this SR Program during the fiscal year being reported.	<p><b>The FY 03/04 Operating Budget</b> is equal to the funds on hand that are available to pay for FY 03/04 services ONLY.</p> <p>SR Form 2A requires expenditure information based on the State Fiscal Year. The 3 categories of expenditure include: Program, Administrative, and Fixed Assets/Capital Improvements. <b>This form is similar to SR RFF Budget Form 4C as submitted in the original SR Program Application. Please use the same level of detail/ format as was submitted in the SR RFF Budget Form 4C.</b></p> <p>We are requiring actual SR expenditure information as reported in your local County Commission annual audit. To be consistent with the FY 03/04 audit requirements, <b>expenditures should reflect all services performed during the FY 03/04.</b></p> <p>The SR Form 2A does not collect data on “in kind” contributions, though “in kind” support is a valuable resource for SR Programs.</p>
<b>Program Budget Update (SR Form 1) - New Form</b>	<b>SR Form 1 (Versions A, B, &amp; C).</b> This form is to used to provide a SR Program Update in two categories:	There are 3 versions to the SR Form 1: Version A, B, and C. Please use <b>one</b> version per SR Program based on the following:

<b>Version A</b> <b>Version B</b> <b>Version C</b>	<ol style="list-style-type: none"> <li>1. SR Funds Received (and budgeted) from the CCFC and Local Cash Match (County Commission and Funding Partners), and</li> <li>2. The actual Number of Children and Families Served (and estimated for subsequent years).</li> </ol>	<ul style="list-style-type: none"> <li>• Version A--for SR Programs that 1<sup>st</sup> received funds in FY 01/02</li> <li>• Version B--for SR Programs that 1<sup>st</sup> received funds in FY 02/03</li> <li>• Version C--for SR Programs that 1<sup>st</sup> received funds in FY 03/04</li> </ul> <p>Please complete both Part 1 (Funds Received) and Part 2 (Number of Children and Families Served). <b>Actual figures are needed for past fiscal years</b> (i.e., FY 01/02, 02/03, and 03/04) while budgeted amounts and estimated numbers are necessary for subsequent years. <b>For FY 04/05</b>, please include the total amount of your 1<sup>st</sup> and 2<sup>nd</sup> disbursements as calculated on your SR Form 1A. <b>The total budget allocation cannot exceed the amount approved in the original SR Application.</b></p> <p>Information provided in Part 2 will be used to determine when the SR Program becomes fully operational.</p>
<b>SR Program</b> <b>Proposed Operating</b> <b>Budget and</b> <b>Calculation of</b> <b>FY 04/05 SR Funds</b> <b>(SR Form 1A) -</b> <b>Revised 5/04</b>	<b>SR Form 1A.</b> This form is used to: <ul style="list-style-type: none"> <li>• Itemize the SR Program budget for FY 04/05,</li> <li>• Show whether or not the County Commission is requesting to use CCFC SR Unspent Funds from FY 03/04.</li> <li>• To submit any budget changes.</li> </ul>	<p>This form is used to report on budget information regarding County Commission SR funds and CCFC SR match funds. It is used by County Commissions to report SR Program budget status, changes, and updates for FY 04/05.</p> <ol style="list-style-type: none"> <li>1. In Column A, please provide SR Program budget detail for FY 04/05. Local SR Funds equals all County Commission cash match as well as local partner cash match. When completing this form, please refer to SR Program Budget Detail – SR RFF Budget Form 4C that was originally submitted as part of your SR Program application. We anticipate that you use the same level of detail on this form as originally submitted on the SR RFF Budget Form 4C. We will use this information to track program progress and changes. <b>The difference between the two forms is that the SR Form 1A requests a breakdown of local cash match while the RFF Budget Form 4C does not.</b></li> </ol>

		<ol style="list-style-type: none"> <li>2. In Column B, please include the amount, if any, of unspent funds that you are requesting to spend in FY 04/05. Please include a Budget Narrative (SR Form 1E) to justify the need to expend these funds in addition to your FY 04/05 CCFC SR fund allocation (FAQ #38).</li> <li>3. If you are <b>not</b> requesting the unspent funds in FY 04/05, please leave Column B blank. If this is the case, your approved Budget (Column A) will be the same as your Proposed Operating Budget (Column C). The second CCFC SR disbursement will be reduced by the amount of the FY 03/04 Unspent Funds and the “undisbursed” allocation will be forwarded over to the 5<sup>th</sup> FY of operation. SR Funds are not removed from the SR Program.</li> <li>4. Column C is the Proposed Operating Budget for FY 04/05. This is where you would notify the CCFC of any budget changes, including the proposed use of the Unspent Funds from the prior fiscal year. Column A will equal Column C if you are <b>not</b> requesting the FY 03/04 Unspent Funds in addition to the FY 04/05 budgeted SR funds.</li> <li>5. Row E shows how to calculate the 1<sup>st</sup> Disbursement of CCFC SR Match Funds: 50% of the Approved FY 04/05 Budget per current Budget Form 4A.</li> <li>6. Row F shows how to calculate the 2<sup>nd</sup> Disbursement of CCFC SR Funds: FY 04/05 Proposed Operating Budget minus the FY 03/04 Unspent Funds minus the 1<sup>st</sup> Disbursement.</li> </ol>
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<p><b>Request for CCFC SR Program Funds and Cash Match Certification (SR Form 1B) – Revised 5/04</b></p>	<p><b>SR Form 1B.</b> This form is used to request the second disbursement of CCFC SR Program funds and to certify cash match. NOTE: First disbursement of CCFC SR funds will be 50% of the approved FY 04/05 Budget that is sent in July.</p>	<p>This form has two parts: to request the second disbursement and to certify cash match.</p> <ol style="list-style-type: none"> <li>1. The second disbursement is the FY 04/05 Proposed Operating Budget minus the FY 03/04 Unspent Funds minus the 1<sup>st</sup> disbursement. The amount requested on this form should correspond with the amount listed on SR Form 1A, Row F.</li> <li>2. On this form the County Commission Chair or the Executive Director certifies that First 5 CCFC SR Matching Funds matched County Commission and local expenditures for the SR Program (FAQ #35). Every SR Program is required, at a minimum, to have a \$1: \$1 local cash match.</li> </ol>
<p><b>Annual Request for School Readiness Implementation Funds (SR Form 1D) – Revised 5/04</b></p>	<p><b>SR Form 1D.</b> This form is used to request CCFC SR Implementation Funds, to report on the amount of SR Implementation Funds received in FY 03/04, and to explain how they were used.</p>	<p>This form can be submitted once a year at any time during the year to request SR Implementation Funds. This year we are requesting information on how much was received in FY 03/04 and how these funds were spent. This information is for planning purposes only.</p> <p>NOTE: The amount of SR Implementation Funds requested cannot exceed the amount allocated to the County Commission.</p>

<p><b>School Readiness Program &amp; Budget Narrative (SR Form 1E) – New Form</b></p>	<p><b>SR Form 1E.</b> This form is used to:</p> <ul style="list-style-type: none"> <li>• Explain the reason(s) for not spending your entire FY 03/04 budget,</li> <li>• Justify the request to spend CCFC SR Unspent Funds in FY 04/05,</li> <li>• <b>Explain major SR Program changes immediately (FAQ #23),</b></li> <li>• <b>Explain minor changes annually.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>This form must be submitted when a SR Program has a change in program funds and strategies.</b> It is used to explain why the SR Program funds were unexpended and to describe any program changes/effects as a result of not expending the proposed SR budget.</li> <li>• This form is also used to justify the use of Unspent SR Funds in FY 04/05. If there is no need to expend these in FY 04/05, the second CCFC SR funds disbursement will be reduced by the amount of the unspent funds. The remaining funds will then be carried forward to the 5<sup>th</sup> year of SR Program operation.</li> <li>• This form is also used to report <b>major</b> program changes as soon as possible. For example, loss or gain of partners, change in program strategies, and the loss or addition of new participating schools. <b>NOTE: The deletion of any school from the SR program for any reason other than school closure or consolidation is not allowed (FAQ #24).</b></li> </ul> <p>This form is also used to report minor program changes on an annual basis.</p>
<p><b>School Readiness Program Directory Information (Form 5)</b></p>	<p><b>SR Form 5</b> - Updated annually as needed to reflect major program changes.</p>	<p>This form is to be updated each fiscal year, as needed, to report major SR Program changes or changes in the contact person(s). Additionally, all major program changes must be explained in a SR Program Budget Narrative (SR Form 1E) and attached to this form.</p>

***Please send the original and two copies of each form to the following address:***

Frances Tanglao  
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First 5 California Children and Families Commission  
501 J Street, Suite 530  
Sacramento, CA 95814